

WEAF Advisory Group

Agenda

December 2, 2022

KEY TOPIC: Reset tone of committee and reach agreement on the committee meeting process going forward.

GOAL FOR MEETING OUTCOME: Defined committee meeting processes and set topics for next meeting.

1. Define committee meeting processes:

a. Meeting scheduling

i. DECISIONS

- Should we continue to have subcommittee meetings, or should all meetings be the entire advisory group? Yes -keep small group
- Purpose of small group meetings?
 - a. Current year changes – full committee
 - b. Long term program – small group (with report back) (extend invite to everyone that's interested again) – TEP will commit to outreach to other agencies to get more participation
- What should the meeting schedule be?
 - a. Full committee Dec 21 – most agencies available
 - i. Full committee 3rd Wednesday 2:00 – 3:30
 - b. Small committee – 2nd and 4th weeks 2:00 – 3:30
- What should the meeting duration be?
- 90 minutes

b. Agendas

i. DECISIONS

- Process for agenda creation
 - a. Full Committee
 - i. Short company update
 - ii. Recap unresolved items from last meeting
 - iii. Update on new program design – focus on agency impacts
 - iv. Dedicated discussion of an agreed upon topic (i.e., CBP outreach)
 - b. Subcommittee – rate discount plus arrearage management design
 - i. Joint administration
 - ii. Self-attestation
 - iii. Income verification (audit)

- iv. LIHEAP interface
 - v. End with 1 or 2 decision points
 - vi. Set the next topic
- Timing of distribution for agenda and any pre-read materials
 - a. Friday of week before for a Wed meeting
 - b. Provide feedback from group
- c. Meeting Format
- i. DECISIONS
 - What should the format of meetings look like (as an example see below)?
 - Start with question and then Discussion of proposal related to the meeting topic (the written topic will have been sent previously – set the topic at the previous meeting)
 - Feedback from each party
 - Agreement or specific plan for next steps to reach an agreement
 - What should meeting follow-up look like?
 - a. A couple slides that show how feedback from prior meeting helped set agenda (unresolved items)
 - How should decisions be documented?
 - a. Keep a list of key decisions, send out after each meeting the complete list/ here's what's coming up on same email
 - d. Discuss 3rd party facilitator – if existing staff can't handle the extra work, then hire a facilitator/ continue to check-in
2. Set topic for next meeting
- a. Company Topic Proposal – Decide on immediate changes to current WEAf program year
 - i. Small group – current year program changes/ put together topic list

Meeting Minutes

Lori – Lori indicated she thought it would be good to do a reset with the committee. Everyone has the same goal – make sure people are getting the help they need. So, we just need determine best way to make sure the meetings are productive, have a well-documented process on how the meetings will run, and how we make decisions and track items moving forward.

Lori then went into the below outline. Asked for any other ideas for agenda.

Yochi – A request was made prior to have a third-party facilitator. It might be good to discuss that.

Lori – Moved back to agenda

Charlee – Yes, makes sense to keep subcommittee, easier to coordinate, more efficient use of time – unless everyone on the WEAf groups wants to be on the subcommittee.

Lorena – She wanted to make sure she was understanding correctly, originally started small group to talk about interim EDP piece of the puzzle, while large committee continues working on permanent AMPED program. Is that still the landscape or is it this small sub-committee getting into details of the proposed AMPED?

Lori – I think that is the sort of question we're working through. If we decide to keep smaller group, what is their role.

Dan – Lorena's question is where I was going. Started smaller group meetings, then had a follow up meeting after the original one. It was a reintroduction of the full AMPED program with implementation date no later than 10/1/2023. Then we had a small group meeting about a week later because Yochi was unable to attend the larger meeting and shared some concerns via email. Cory also had some concerns later in the meeting specific to SMI vs AMI and 150% vs 200%. So, the follow up meeting was to address those and then I believe Charlee shared that other utilities have sub-committees/groups that meet more often on discount programs. And, were working towards the 10/1/23 date as well. So, discussing energy or rate discount program and then bring those to the larger group, I think was the plan.

Yochi – Would like to hear more from Lori. Think it makes sense to have a small group that meets more often. It should be open to everyone on the advisory committee and those that want to come. The small group would advise large group what was discussed. Don't have a good sense of – need to lean on Lorena more – which topics are the best topics small group should work on. I think it makes sense for smaller group to work on longer term changes to the program.

Lorena – Anything that is a change for the current season should probably be with the larger advisory group. Believes she is the only CAP Rep on this small group, at least today. Once focus is determined, may want to add more CAP Reps.

Hanna – Agree small group is valuable, then report back to large group.

Corey – Agree small group. For this current year changes, have larger group work on those. Extend invites to agencies -that have direct experience.

Lori – To sum it up – current year program changes would be discussed with full committee. Long term programs would be small group, with reporting back to large committee the plans, etc. Invite others that may want to be part of the small group.

Yochi – Sounds good. I'll commit to doing more outreach to agencies for their participation. Ideally would like to have more than 1 agency Rep at the meetings. Charlee – Do you recall how many agencies sent reps to the small Avista meetings?

Charlee – Good question. It's a small handful, more than 1 but less than 4 or 5. I can check.

Lori – That answers the first question – we will keep the small group to work on long term projects and report back to the large group. Explain the plan and re-extend invitation. Discussed meeting schedule.

Dan – Both small and large groups have meetings on 12/21. It just happened to work that way. We have a small group meeting next Wednesday, 12/7.

Lori – Is that too close to the holidays (12/21)?

Hanna/Yochi/Corey/Andrew – Would like to have a week earlier than the 21st.

Yochi – For duration, we feel like 90 minutes would give us time to dive into topics more.

Dan – What do we think of frequency for smaller groups and full advisory?

Lori – After further discussion with others, decided full committee meeting on 12/21, then every 3rd Wed -2:00-3:30 PT and small group, 2nd & 4th Wed 2-3:30 PT. Invites will be sent.

Lori – Started discussion on creating agenda items. She thought there were some standing agenda items.

Dan – He indicated there may be some minor ones, but there isn't many reoccurring. Maybe an update on how the year has gone.

Shannon – She did list a couple of items but obviously they would change during the year. Initial items for regular discussion were LIHEAP, AMPED, CBO pilot.

Dan – All great topics but based on request of focus on fewer topics, we may not be able to keep all of those.

Lori – If we're meeting with small committee, maybe have some standing updates.

Yochi – How does the communication happen in the other groups?

Charlee – Since joining at end of June, full committees – Avista has only met once or twice. Not recalling a lot of time dedicated for updates from sub-committee, but I think we should do that.

Lori – Is it a 5 min update?

Charlee – Not very consistent. Survey with CAP agencies, DR Community engagement etc.

Lori – So maybe 30 minutes of updates and the other hour for discussion on topic. Got agreement from everyone.

Hanna – LIHEAP update could be sent via email. AMPED design report at each advisory meeting. Not sure CBO outreach needs to be at every meeting. Do think 30 min update is good.

Yochi – He doesn't love the term AMPED, but terminology should not be a hang up.

Lori – Maybe break the new program into topics and prioritize them.

Yochi- Charlee – how have the topics been set at the other meetings you've participated in?

Charlee – I keep talking about Avista because their process works well. They have 4 overarching topics – joint administration between utility and agency, self-attestation, verification, and LIHEAP interface. Not 1 topic per meeting, subtopics. End with 1 or 2 decision points and then put on the next agenda. Can make an outline to share with this team.

Dan – Am I remembering correctly that those meetings are specific to creating the rate discount program targeted to start 10/1/2023?

Charlee – Yes.

Dan – So those sub-committee meetings are specific to a rate discount, not several topics.

Yochi – I would say they are designing their bill discount and arrearage management program at the same time.

Dan – Which was the plan for our small groups on AMPED or whatever it ends up being called.

Yochi- I encourage you to reach out to Avista, I'm sure they would be willing to chat about how they are doing things and perhaps share some of their materials.

Dan – I do feel like there are topics that might be good to resolve at small team level, or at least recommend to larger group before moving into rate discount. Such as current year WEAFF, arrearage forgiveness program, AMI component integration. To me, they are the higher priority.

Yochi – Didn't we decide that would be the larger group?

Dan – I think there are some things that we can talk through and make recommendations in smaller group and take to larger.

Yochi – I will defer to Lorena – do you think it's problematic if we start talking about items first in the small group?

Lorena – I go back and forth. It depends on the impact on the agencies. If it has an impact, I think it probably needs to stay with larger group and we just take time in next couple of advisory meetings to drill down on that. Maybe taking time to formulate that might be beneficial, but maybe not come to decisions.

Lori – Our next meeting will be full committee (Dec 21st). Maybe we start with the whole committee and that's our topic for the next small group meeting.

Yochi – We have a small group meeting on the 7th, so maybe we start there and then bring it to the bigger group. I want to be sensitive to Lorena's concern – we need to have sufficient time in the large group to thoroughly think it through. What would the impact be on the agencies? Thinking through it, maybe that may be a good way to think about it – how will the changes impact the CAA's rather than some of the design decisions that are company focused.

Lori – So for this update, it is more focused on impacts to agency. But we can reach out to Avista to get their topic list. Maybe we can work on that in our next meeting.

Yochi – The letter and feedback I provided had more than topics, but probably still possible to scale down into topics.

Lori – How about the distribution of agenda and pre-read materials? Would that need to be a couple of days or a week ahead?

Charlee – Maybe the Friday of the week before. Received agreement from everyone.

Yochi – One thing I've been thinking about is maybe it would be helpful to start with a discussion of the topic instead of proposal. Sometimes a proposal is the best thing that helps to get the discussion going, but I don't want it to feel like a pre-baked plan and so there is a balance there, not quite sure what the answer is to be achieving the balance.

Lori – Potentially leave open and decide which one is best. The idea of the presentation would be to get something out there to work from.

Charlee – Going back to example from Avista, say topic is income verification. Should we use net or gross income? That way you're coming in with ideas and maybe don't know justification. So Avista says, this is our topic – they talk about the pros/cons and then discussion starts. Very conversational.

Lori – I like that. Would be nice for everyone to come to the meeting with ideas.

Yochi – Might be useful to set topic before agenda goes out, won't always be able to do that but would be helpful.

Lori – The document we are talking about would help with that.

Charlee – I think it would eventually fall into place as you finish one meeting, you will know topics for next one.

Lori – I think it's important for all groups to come with their perspectives. We have to make sure we go through and have everybody provide comments. If no agreement was reached, come up with next steps. And follow up with meeting notes.

Hanna – I think PSE starts out their meetings with a couple of slides to show how feedback from prior meeting impacted setting the agenda for next meeting. Also shows questions unresolved. I can send you an example.

Lori – That would be helpful and provides closure from previous meeting.

Charlee – Another thing Avista does is send out list of key decisions and dates – like the meeting minutes.

Lori – I like idea of sending out and keeping a list of key decisions. We're at our stopping point – let's talk about Third Party Facilitator. I would like to suggest we try a few of these meetings with the process outlined and have those people down the path, if you guys are good with that.

Yochi – I think we are willing to do that. What we laid out here is much more active and time-consuming facilitation role for meetings that will take place three times a month. Certainly, open to have the company play that role. And if the work can't be done with existing staff, hire third party or make space to get it done. Avista has staff that works almost exclusively on energy assistance. Most of us on this call have other jobs not focusing on just that.

Lori – That is a good point. We'll talk about that internally and then come back with recommendation.

Cory – I do think today's meeting has been very productive – a good example is how we can build consensus and talk through things. If we decide we're not going to move forward with third party, at least in the near term, it would be good to agree if we do reach that point of third party, we need to figure out how to do that and how we decide. Maybe it's just checking in at each meeting, maybe it's an anonymous survey to give feedback. Some meetings can get tense and we may decide a third-party facilitator is needed. Cascade may realize this is a big undertaking and it would be more productive to have someone more focused. So, I think we need to figure out a way for a check in.

Lori – I think that's a good idea and it should be part of the meetings going forward. It's important everyone feels comfortable. Check in is important. So, for next week's meeting with small group – what topics should we discuss?

Yochi – There are 2 short term things, not necessarily at the next meeting but they are important. One is current year program changes, and the other is putting our topic list together and selecting the first one.

Lori – So we can start with current year program changes – that's probably the most immediate need.

Charlee – I think it will be helpful to have a check in with Avista before the meeting on the 7th

Lori – I agree. Meeting adjourned.